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ADMINISTRATION OPERATIONS AND MARKETING COMMITTEE

Glenview Park District – Administration Building

1930 Prairie Street, Glenview, IL 60025

Regular Meeting Minutes

Tuesday, January 21, 2020 @ 9:30 a.m.

1. Roll Call

Committee Chair Joe Sullivan called the meeting to order at 9:30 am and the roll was called.

Commissioners present: Committee Chair: Joe Sullivan; Committee Member: Dan Peterson; Dave Tosh, Bill Casey, Dave Dillon, Jen Roberts

Official Staff present: Executive Director Mike McCarty, Deputy Executive Director Katie Skibbe, Human Resources Manager Sarah Bagley, Superintendent of Special Revenue Facilities Lori Lovell, Director of Brand Strategies and Community Engagement Jena Johnson, Partnership Manager Karen Meyer, Recording Secretary Amy Wille

Guests: None

Late Arrivals, Early Departure: Bill Casey left at 10:11 am; Lori Lovell arrived at 10:13 am, Sarah Bagley left at 10:17 am

Commissioners/Official Staff absent: None

2. AGENDA TOPICS

a. Full-Time Merit Increase Pool

Human Resources Manager Sarah Bagley presented the proposed 2020-2021 Merit Salary Increase pool. This year, staff requested consideration to approve a pool of \$204,454 or 3% of full-time salaries. The amount was based on a survey of comparable park agencies and data from reliable sources such as SHRM (Society for Human Resource Management), World at Work, and The Conference Board.

The committee recommended the acceptance of the 2020-2021 full time merit increase pool to be moved to the consent agenda for full Board approval.

b. Full-Time Salary Ranges

Human Resources Manager Sarah Bagley presented the proposed adjustment to the full-time salary ranges. She explained that the District reviews full-time salary ranges annually to determine whether adjustments are needed to remain competitive in the marketplace. She noted that compensation consulting firms as well as the ECI (Employment Cost Index) have been used in the past to ensure the District's salary structure is still in line with the market. This year, Bagley presented a proposed adjustment of 2.8% to the pay structure based on the ECI as of September 2019.

The committee recommended the acceptance of the 2020-2021 full time salary ranges to be moved to the consent agenda for full Board approval.

c. Amending Policy 9.71 Sexual Harassment and Comprehensive Workplace Harassment

Deputy Executive Director Katie Skibbe presented the amended Policy 9.71 Sexual Harassment and Comprehensive Workplace Harassment and the Ordinance No. 2020-01: An Ordinance Establishing an Updated Sexual Harassment Policy for the Glenview Park District in Order to Comply with Public Act 100-0554.

Skibbe stated the need to amend Policy 9.71 in order to comply with Public Act 101-0221, which enacts the Workplace Transparency Act (WTA) that became effective on January 1, 2020. She explained the requirement for local governmental entities to adopt an ordinance or resolution amending its sexual harassment policy to provide a mechanism for reporting and conducting an independent review for allegations made by an elected official against another elected official by February 9, 2020. She also noted the change that includes the broadening of unlawful discrimination to cover not just individuals who have suffered discrimination or harassment based on an actual protected characteristic but also based on “perceived” protected characteristics.

President Jen Roberts requested all “his” and “her” pronouns written in the policy to be changed to “their” pronouns and staff agreed to make the change. Commissioner Joe Sullivan asked if staff has existing sexual harassment training materials that can be used since the Illinois Department of Human Rights (IDHR) training has not been developed yet. Skibbe outlined staff’s plan to train all District employees. The commissioners and staff discussed if the Board needs to be trained and staff will relay the question to the District’s counsel, Ancel Glink. Commissioner Dan Peterson asked if staff plans to train volunteers. Skibbe responded that staff is looking into the possibility.

The committee recommended the acceptance of Ordinance No. 2020-01: An Ordinance Establishing an Updated Sexual Harassment Policy for the Glenview Park District in Order to Comply with Public Act 100-0554 and the amended Policy 9.71: Sexual Harassment and Comprehensive Workplace Harassment, pending minor edits. These items are to be moved to the consent agenda for full Board approval.

d. Amending Policy 3.80 Disclosure

Deputy Executive Director Katie Skibbe presented the revised Policy 3.80 Disclosure. She explained the requirement from Chapman and Cutler to include additional procedures related to reportable events.

The committee recommended the acceptance of Policy 3.80 Disclosure to be moved to the consent agenda for full Board approval.

e. Amending Policy 8.40 Alcohol and Drug Use

Deputy Executive Director Katie Skibbe presented the amended Policy 8.40 Alcohol and Drug Use to incorporate HB1438, the Cannabis Regulation and Tax Act, that legalizes the use of cannabis in Illinois as of January 1, 2020.

It was noted that as of January 1, 2020, individuals over the age of 21 in Illinois may possess, consume, use, purchase, obtain, or transport specified amounts of cannabis for personal use. This however, does not mean employees can use cannabis while at work or while on-call. Skibbe explained that Policy 8.40 was amended to clarify that employees are prohibited from reporting to work while under the influence of a controlled substance, clarifies what “on call” means, and ensures employees understand that they must report

any prescription or over-the-counter drug that may cause drowsiness or alter their judgement.

Commissioner Dave Dillon asked which positions are on-call. Skibbe gave an overview of on-call positions and how they are scheduled.

The commissioners discussed drug testing and signs of impairment. Commissioner Joe Sullivan showed concern over the language for drug testing due to reasonable suspicion and when disciplinary action needs to be taken. President Jen Roberts discussed the need to clarify the difference between recreational and prescribed medical marijuana in addition to the different ways that staff may be impaired outside of alcohol and marijuana. Commissioner Joe Sullivan emphasized the need for a precedent to be set within the policy for disciplinary action due to the ambiguity of reasonable suspicion. He requested that staff keep the sentence about positive drug tests in the policy.

Commissioner Dave Dillon asked if staff must disclose their medical marijuana prescription, to which Skibbe responded yes according to the policy. The commissioners made additional suggestions to the policy for staff to consider.

Skibbe responded that staff will bring the policy back to the District's attorney, Ancel Glink, in order to address the commissioners' concerns. The policy will be brought back to Committee at the February 4, 2020 Administration Committee Meeting.

f. Glenview Community Ice Center Naming Options Discussion and Progress

Director of Brand Strategies and Community Engagement Jena Johnson gave an overview of the District's partnership with The Superlative Group, Inc. to complete a valuation for naming rights of the Glenview Community Ice Center (GCIC). She stated that Superlative will present their report to the Administration Committee at the February 4, 2020 meeting, but staff requested feedback from the Board before moving forward.

Executive Director Mike McCarty requested direction from the Board related to the concept of offering naming rights as a sponsorship opportunity for the Glenview Community Ice Center. He stated the current plan developed with Superlative incorporates naming rights for the full building as well as branding inside in addition to selling sponsorships for the sheets of ice and other items, such as the Zamboni and/or scoreboard. He included a basic timeline for acquiring naming rights and sponsorships and the Board approval process.

President Roberts asked about timing the naming rights with the grand opening of the newly renovated GCIC. Partnership Manager Karen Meyer responded that the District is not confined to that deadline and the timeline of securing naming rights will not be determined until the process begins. Executive Director McCarty added that the costs involved with signage should be considered and any change to the outside signage will need approval from the Village of Glenview Appearance Commission.

The commissioners and staff discussed the various sponsorship opportunities throughout GCIC and the visibility of each opportunity. Director Johnson noted that the District's current policy does not restrict naming rights and gave an overview of the District's past practice to naming District facilities and parks after notable Glenview figures. She also added the public's favorable opinion towards naming rights based on the Comprehensive Master Plan survey.

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Commissioner Dan Peterson requested that the naming rights cover the renovation costs through abatement of the bonds.

Director Johnson requested consideration to have the naming rights sponsor provide benefits to the customers, such as open skate nights. The commissioners discussed the revenue options through naming rights. Partnership Manager Karen Meyer emphasized the value in including diversity within a naming rights agreement in order to provide multiple outlets for recognition.

There was a consensus from the Committee to move forward with naming rights and further discussion will be held at the February 4, 2020 Administration Committee Meeting when Superlative presents their Valuation Report.

3. Other

None

4. Matters from the Public

None

5. Adjourn

Committee Chair Joe Sullivan moved seconded by Commissioner Jen Roberts to adjourn the Open Session at 10:54 am. On Voice Vote: All present voted aye, motion carried.

ATTEST:

Jennifer G. Roberts
Board President

Michael D. McCarty
Board Secretary

Approved this 27th day of February 2020.